

PACKET
Information Technology Committee Meeting
Tuesday, January 5, 2020 – 5:30 p.m.
Administration Building | 1st Floor | Room# 1H & 1I
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Monday, November 30, 2020

Minutes of the November 2, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:31 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present:

David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Robert Boelk (*phone*),
Tim Kemmel (*in-person*), Donna Maly (*phone*)

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused:

None

Also Present:

James Mielke – County Administrator (*in-person*)
Justin Reynolds – County IT Director (*in-person*)

Previous Committee Meeting Minutes:

Motion by Kemmel, 2nd by Burnett to approve the minutes of the October 6th, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s):

None

Information Technology Procurement Committee Approval Requests

Discuss, Recommend: timeframe and devices for Remote Voting with Board Room Voting System

The IT Committee discussed a timeframe and device for Remote Voting with the Board Room Voting System. Reynolds shared the potential need of a virtual private network (VPN) connection, and the need to provide a County provided device to ensure reliability and security. The IT Committee discussed the current and potential future Board Room Voting solutions, procedures, and devices. Along with remote voting, the IT Committee discussed the potential considerations of Internet access, cellular phone, tablet, laptop, open records, County Board rules, technical support, paperless agendas, and training. The IT Committee requested the IT Department provide a working PILOT of mobile devices examples in the spring of 2021, such as a table, laptop, or cellphone. The IT Committee discuss a potential survey of the County Board of Supervisors regarding Internet access and current familiarity to mobile devices, which would assist with a data driven decision regarding device cost and features.

Discuss, Recommend: timeframe for Board Meeting Live Streaming Solution

The IT Committee discussed a timeframe for the Board meeting Live Streaming Solution. Reynolds shared the IT Department is recommending the solution Livestream/Vimeo to livestream and automatically archive online. Reynolds shared Livestream/Vimeo works on all device platforms, adjusts to available bandwidth, and provides a reliable low total cost of ownership (TOC) overhead solution. Reynolds shared the Dodge Co. legal Corporation Counsel is currently reviewing the Livestream terms and agreements. The IT Committee requested the IT Department target the January 2021 County Board of Supervisors meeting to be the first live streamed meeting.

Approval: for Purchase of Privacy Program Management Solution

Reynolds requested approval to purchase a Privacy Program Management solution for the County, utilizing \$17,000 from the remaining 2020 Election Security Grant and \$26,000 from the remaining 2020 IT Maintenance Budget. Reynolds shared that during the recent IT Assessments and Audit, the need for such a solution became apparent to protect file level confidentiality and compliance. Reynolds shared that IT Department received similar and multiple quotes, and local Wisconsin County references.

Motion by Burnett, 2nd by Kemmel, Approval for Purchase of Privacy Program Management Solution of 2021 annual subscription of \$42,347, utilizing remaining 2020 Election Security Grant (\$17K) and remaining 2020 IT Maintenance Budget (\$26K). All in favor, motion carried.

Department Continuous Improvement & Recognition:

Update: Dodge Co. IT “Phishing” Assessment – Executive Summary & Recognition

Reynolds shared the executive summary and statistics from the Fall 2020 Dodge Co. IT “Phishing” assessment, and shared that the County was far below the industry phish-prone percentage, which was expected from the cyber security awareness campaign and assessment notification. Reynolds shared that the Dodge Co. employees responded as expected, if not better than expected. IT Committee and Reynolds shared their appreciation to keeping Dodge Co. cyber safe. Reynolds shared the IT Department will continue the cyber security awareness and “phishing” campaigns in 2021.

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- Call to Order, Roll Call and Non-Committee Member County Board Attendance
- Review, Consider, Discuss, Take Action: Committee Meeting Minutes
 - Minutes of November 30, 2020
- Review, Consider, Discuss, Take Action: Meeting Per Diem(s)
- Information Technology Policies
 - Discuss, Recommend, Take Action: IT Policies Review Cycle – 2021
 - First Quarter – IT Governance
 - Second Quarter – IT Compliance
 - Third Quarter – IT Operations & IT Security
 - Fourth Quarter – IT Security & IT Services
- Department Continuous Improvement & Recognition
 - Update: NACo Professional Development Academy Cyber Simulation – Incident Response
 - Update, Discuss, Take Action: on IT Cybersecurity Assessments
 - IT Assessment(s)
 - Financial Audit – IT Controls Assessment
- Information Technology Strategic Initiatives
 - Review, Discuss, Take Action: IT 2021 Top 10 Priorities
 - Update: on IT Budget Report – Dec. 2020
 - Review, Discuss, Take Action: IT Jan. 2021 Project Portfolio Roadmap
 - Review, Discuss, Take Action: IT Jan. 2021 Contracts and Agreements for Legal Review
- Information Technology Projects Status Reports
 - Update: ERP Project
 - 2020 End-of-Project Balance
 - Update: on County Board Room
 - Sound System Upgrade & Livestream
 - Voting Device Pilot – Spring 2021
 - Update: on County Conference Room Enhancements
 - Update: on Communication Services Projects
 - Intranet – Internal Policies, Procedures, & Resources
 - Update: on Data Information Systems Projects

- Update: on Network Infrastructure Projects
 - DR-Site Internet & Voice Upgrade – COMPLETED
 - Email Migration Project – ON-GOING
 - MFA Pilot – IN-PROGRESS
 - Autonomous IP Addresses – COMPLETED
 - External DNS – DISCOVERY
 - DR-Recovery Playbooks – DISCOVERY
 - Privacy File Monitoring & Protection – IN-PROGRESS
- Public Comment (*30-minute limit*)
- Future Agenda Items
- Next IT Committee Meeting Tentative Date: Tuesday Feb. 2nd, 2021
Location: Room# 1H & 1I, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St.
Juneau, WI.
- Adjournment.